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MINUTES OF THE BOARD OF REGENTSMURRAY STATE NORMAL SCHOOL

August 12, 1924.

The Board of Regents of the Murray State Normal School met in the office of the President of the school at 10:20 A. M., Dr. McHenry Rhoads presiding. Present: Dr. McHenry Rhoads, Mr. T. H. Stokes, Mrs. Laurine Wells Lovett, Mr. James F. Wilson, and Mr. G. P. Thomas. Absent none.

Letter from Olmsted Brothers.

Moved by Mr. Stokes, seconded by Mrs. Lovett, That the letter be received and made as a matter of record on file. Carried.

Report of Committee on Roads and Driveways.COMMITTEE ON ROADS AND DRIVEWAYS

Murray, Kentucky,
August 12, 1924.

To the Honorable Members of the Board of Regents:

We have held several sessions and have visited the Normal School grounds and considered the plans of Olmsted Brothers relative to location of roads and driveways. We report as follows:

1. We recommend that a road 24 feet wide be constructed along the east side of the property and that the persons owning property on the east side be given use of this road provided that they donate a strip of land 10 feet wide to the Board of Regents without cost.
2. It is our opinion to locate the driveway as across the grounds as indicated by Olmsted Brothers would bring the drive too near the class room building. To remove the road further south would necessitate the purchase of additional real estate which we understand can be purchased but which this committee is not authorized to do. We, therefore, recommend that the Board first decide whether or not it is desirable to purchase additional real estate.

Respectfully submitted,

<u>T. H. Stokes</u>) Committee
<u>J. W. Carr</u>	

Moved by Mr. Wilson, seconded by Mr. Thomas, That the committee on roads and driveways be authorized to purchase from Mr. Wells 80 feet or less off the rear at at a price that they may agree upon, or by disinterested parties appointed by both Mr. Wells and the committee, and that the committee be empowered to institute condemnation if necessary. Aye's, Mr. McHenry Rhoads, Mrs. Laurine Wells Lovett, Mr. T. H. Stokes, Mr. James F. Wilson and Mr. G. P. Thomas. Nay's none. Carried.

Communication from P. C. Irvan.

To the Board of Regents, Murray State Normal School:

I propose to donate a strip of land along the entire west side of my property ten feet in width provided the Board of Regents will make a road along the same, at least twenty four feet wide and allow me to have access to same.

8-11-1924

P. C. Irvan.

Moved by Mr. Wilson, seconded by Mrs. Lovett, That the proposition of Mr. Irvan be referred to committee on roads and driveways with advice to make better proposition if possible and with power to consummate the deal. Carried.

Superintendent of Buildings and Grounds.

Moved by Mr. Stokes, seconded by Mr. Thomas, That Dr. Carr prepare questionnaire and send to all persons applying for janitor, and get their qualifications and have personal interviews with those who wish it. Carried.

Report of President.

REPORT OF THE PRESIDENT.

August 12, 1924.

Honorable Members of Board of Regents:

I respectfully report the following for information and consideration:

1. I find that it is a physical impossibility for me to do the work necessary to be done in order to carry forward the business and education work of this school during this period of rapid development. No other president of a State educational institution attempts such a task, and for me to continue to attempt to do two or three men's work, not only endangers my health but is detrimental to the best interest of this institution. I, therefore, recommend the following:

a. That a competent business agent be appointed to be responsible for the details of the business affairs of the institution.

b. That a dean be appointed as soon as a suitable person can be secured to assist in the organization and management of the educational affairs of the school.

c. I further recommend that sufficient salary be paid for each of these positions to secure the services of first class persons.

2. The plans and specifications of Olmsted Brothers are now before the Board. I, therefore, renew my recommendation that a committee be appointed with power to build walks on the campus. It is imperative that the offices be removed to the new building during the next three weeks. The building cannot be used without walks.

3. I wish to call your attention to the fact that the water pressure at the normal school is too low to enable us to use drinking fountains or toilets above the first floor. Both the new Administration and the women's dormitory will have toilets and drinking fountains on the top floor. Under present conditions, no water could be obtained for these upper stories. Fire hydrants are to be installed on the grounds but these will be useless until the water pressure is increased.

I recommend that this Board take such action as may be necessary to secure adequate water pressure at the Normal School. I understand that this can be done either by increasing height of city water tower or by installing a booster pump.

4. The installation of a central heating plant at the present building necessitates the erection of a stack in the east dressing room of the stage; also of the building of a coal bin north of the auditorium. As this will create confusion and muss, it is important that the parts of the central heating plant mentioned above be completed before the opening of school, September 22d. It is also necessary for the coal bins to be completed so that fuel may be available. The building should be thoroughly dried out, especially the basement, before the opening of the session. I recommend that the attention of the contractor be called to this matter and he be urged to complete this part of the work at earliest date possible.

5. The time has arrived when a competent Janitor - Engineer should be appointed. He should be competent not only to do the necessary sweeping and dusting but also to care for boilers, pumps, electric motors and any other machinery which may be installed. He should also know how to fire his boilers, so as to get the best results

with minimum consumption of coal. All assistants should be under the immediate direction of the Janitor - Engineer.

There are numerous applicants for this important position but I am not sure that any are competent. I, therefore, recommend that a public examination be held by a committee appointed by this Board, and that the Committee take into consideration at least the following qualifications:

a. The knowledge and experience of each applicant to operate and care for the boilers, pumps and electric motors.

b. The ability of each to sweep, dust, oil floors, scrub and care for the building properly, and to make minor repairs.

c. The physical ability of each applicant to do effective work and his willingness to work.

d. The intelligence, reliability and moral character of each and his willingness and ability to cooperate with others.

6. I have written relative to electric clocks to the house suggested by Mr. Rhoads. So far no reply has been received. I, therefore, recommend that a committee be appointed with power to have proper program clock installed.

7. The extension of the course of study makes the employment of additional teachers necessary. I, therefore, do not believe it advisable to attempt to have any training school classes at normal school building until after the completion of the Administration building. The public schools can provide room for three training school teachers. I, therefore, recommend that only three instead of four training school teachers be provided during the first semester of the current school year.

8. I recommend that all bids for the equipment of laboratories be referred to a special committee with power. I also recommend that the instructor in chemistry and physics be a member of that committee, and that he be allowed his salary for time spent in installation of laboratory.

9. On last Thursday, Mr. Alfred Joseph, Architect, spent the day in Murray with a representative of Forbes Manufacturing Company, the president and three members of the Board of Regents inspecting the normal school building. The president acted as the representative of the Normal School Commission on request of the secretary of that Commission. The architect wrote to Judge Senff relative to the acceptance of the building. A copy of this letter I submit with this report. ✓

The only serious defect in the building is the dampness in certain basement rooms. Twelve hundred dollars was held back from contractor until this defect was remedied. ✓ Several remedies were suggested. One involves placing an additional tile around the entire building. If this is found to be necessary, it would mean a cost of not more than \$100.00 to this Board.

I recommend that this expenditure be authorized.

Respectfully submitted,

J. W. Carr,
President.

Moved by Mr. Stokes, seconded by Mrs. Lovett, That the report be received and special recommendations be considered separately. Carried.

Moved by Mr. Wilson, seconded by Mrs. Lovett, That walks be added to roads and driveways committee with power. Carried.

Moved by Mr. Stokes, seconded by Mr. Wilson, That one additional critic teacher be employed, and that desks be loaned to the city schools temporarily. Carried.

✓ Moved by Mr. Stokes, seconded by Mr. Wilson, That we employ Mr. Theodore A Sanford as teacher of Chemistry and Physics at the rate of \$2200.00 per calendar year, effective at the opening of the fall semester. Carried.

The Board recessed at 12:20 P. M. for luncheon.

The Board reconvened at 3:00 P. M. with all members present.

Moved by Mrs. Lovett, seconded by Mr. Stokes, That a committee composed of Mr. Wilson, Dr. Carr and Mr. Sanford be appointed with power to secure equipment for laboratory for Chemistry and Physics, and that Mr. Sanford be paid for time devoted to this work. Carried.

Letter from Joseph & Joseph, enclosing copy of letters sent to Judge Senff and Forbes Mfg. Co.

Louisville, Ky.
August 8, 1924.

Dr. J. W. Carr,
Murray, Ky.

Dear Sir:

Subject: Murray Normal School.

We are enclosing herewith copy of letter just sent to Judge Senff regarding the vouchers on the Normal School.

We are also enclosing copy of letter written to Forbes Mfg. Co.

Yours very truly,

JOSEPH & JOSEPH.

PER _____
ALFRED S. JOSEPH

ASJ:EES

August
Eight
1924.

Judge Earl Senff,
Mt. Sterling, Ky.

Dear Sir:

Subject: Murray State Normal School.

The writer spent yesterday in Murray, with Dr. Carr and several members of the Board of Regents, also a representative of Forbes Mfg. Company.

We went over the building thoroughly and found quite a few minor items still to be done. We believe however, that these will be taken care of very promptly, as Mr. Lockett the Superintendent for the contractor is engaged upon a new building and is to be located at Murray. It was decided at the meeting to issue vouchers for the various contractors on account, leaving a balance until all mechanical apparatus is tested out and until the items still to be done by the general contractor have been performed.

We also discussed the water pressure at the building. The city tank, from which you receive your water, is not at a high enough elevation to afford any pressure on the second floor of any of the buildings on the school grounds or in the vicinity of the school grounds. This matter was discussed with the Mayor of Murray, who is also a member of the Board of Regents, and we believe the first step has been taken toward raising their tank to give pressure required. This is

a more serious matter than it appears, due to the fire hazard. We believe, however, that it will be promptly taken care of by the city.

The matter of insurance was discussed. We do not know if the Normal School Commission is carrying insurance on this building. If not, it should be taken out as the contractors are paid very close to their contracts after these vouchers are paid, and according to specification the insurance should be carried by the Commission or the owners for all amounts paid. This no doubt, has been taken care of by the Commission.

We are taking bids on the electric light fixtures for the building, and no doubt will have this matter settled within a very short time.

The Board of Regents did not know whether it was your intention to turn the building over to them from the Normal School Commission. This of course, can be taken up with them directly.

We are enclosing herewith vouchers in favor of the following:

Forbes Mfg. Company	\$8500.00
S. D. Dalbey Elec. Co.	600.00
Ed D. Hannon	500.00
Fischer Heating Co.	1500.00

Kindly see that the checks for these amounts are sent, and we will write out the final vouchers at some future date.

With best wishes, remain.

Yours very truly,

JOSEPH & JOSEPH.

PER _____
ALFRED S. JOSEPH

ASJ:EFS
COPY TO DR. J. W. CARR.

August
Eight
1924.

Forbes Mfg. Co.,
Hopkinsville, Ky.

Gentlemen:

Subject: Murray Normal School.

As per our conversation with your Mr. Lockett and the Board at Murray, yesterday, we are enumerating some of the items still to be taken care of at the building.

The partitions in the basement surrounding the toilets have warped panels. Water exists in the basement also the walls are damp.

The concrete base and floors at the door entrances, placed in presentable condition.

Plate glass in all outside doors instead of D. S. A.

Front door plate glass broken.

Front door sill should be ground down to allow panic bolt to clear.

Fire exit bolts all adjusted.

No plaster inside of ducts.

Hand rails and chair board should be continued at stairs.

Guarantee on roof should be furnished to the owner.

Wire chalk guards installed every-where.

Stone work repointed.

These in general cover the notes that we have made.

Kindly see that they are promptly taken care of in addition to the grading on the outside, which was thoroughly discussed, to eliminate water.

Yours very truly,

JOSEPH & JOSEPH.

PER _____
ALFRED S. JOSEPH.

ASJ:EFS

COPY TO DR. J. W. CARR.

Moved by Mr. Stokes, seconded by Mr. Wilson, That Dr. Carr write Judge O'Rear sending copy to Judge Senff in reference to the dampness in basement. Carried.

✓ Moved by Mr. Thomas, seconded by Mr. Wilson, That athletic field be referred to the committee on walks, roads and driveways with power. Carried.

Letter from Mrs. Carter.

Murray, Kentucky,
August 6, 1924.

Dr. J. W. Carr,
Murray, Kentucky.

My dear Dr. Carr:

I am sending in my resignation as a member of the Faculty of the Murray State Normal School. Some of the reasons I am doing this are:

I want my daughter to have better educational advantages. She has been most unhappy here and she is too young to be separated from me. On the account of health, I think it wise for both of us to stay out of this climate.

Dr. Carr, I have been very happy in my association with you and your faculty.

Most sincerely,

Emma L. Carter.

Moved by Mr. Wilson, seconded by Mr. Thomas, That Mrs. Carter's resignation be accepted with sincere regret. Carried.

Moved by Mr. Rhoads, seconded by Mrs. Lovett, That Miss Wells' suggestion that the fees for piano and violin practice be 50¢ instead of 30¢ per lesson be endorsed and approved by the Board, effective first of next semester. Aye's, Mr. T. H. Stokes, Mr. James F. Wilson, Mr. G. P. Thomas, Mrs. Laurine Wells Lovett, and Mr. McHenry Rhoads. Nay's none. Carried.

Slight change in Course of Study.

This was unanimously favored. The Chairman paused a moment for any objections.

Moved by Mr. Wilson, seconded by Mr. Stokes, That in the matter of certification the provisional elementary certificate, second class, may be issued on the completion of four high school units of credit, two of which, shall be made in residence of eighteen weeks duration. Carried.

Girls' Dormitory.

✓ Moved by Mr. Stokes, seconded by Mr. Thomas, That we compromise the differences of opinion by selecting the column known as 10 diameter column, twenty seven inches across. Carried. ✓

Examination of bonds made by Mr. Thomas.

Moved by Mr. Thomas, seconded by Mr. Stokes, That we approve bonds made by Forbes Manufacturing Company, Hopkinsville, Ky., Ed D. Hannan, Paducah, Ky., and Fischer Heating Company, Memphis, Tenn., for faithful performance of their contracts. Carried.

Moved by Mr. Thomas, seconded by Mr. Stokes, That next meeting be held on the 27 th day of August at 9:30 A. M., instead of August 21st as previously voted. Carried.

Moved by Mr. Stokes, seconded by Mr. Wilson, That the State Auditor be requested to issue warrants on behalf of the Murray State Normal School in the respective sums of \$30,000.00 and \$25,000.00 each. \$30,000.00 to be charged against the appropriation in the budget bill for 1924-1925 for the construction of the Administration and class room building, and \$25,000.00 charged against the appropriation in the budget bill in the same fiscal year for the construction of water and sewerage systems and equipment of buildings and improvement of grounds; that contracts have been awarded, bonds approved and the construction of buildings, sewerage and water systems are in process of completion and the funds are needed immediately for the payment thereof under contract. Carried.

Communication from Forbes Manufacturing Company.

Moved by Mr. Thomas, seconded by Mr. Wilson, That communication from contractors indicating change in contract, ~~and~~ allowing credit of \$500.00 by using local sand and gravel in the concrete footings, walls, and plain concrete of the Administration building be approved and made a matter of record. Carried. (See files for letter)

Letter from W. H. Shanks, State Auditor.

Moved by Mr. Wilson, seconded by Mr. Stokes, That the President acknowledge receipt of returned honorarium and express the appreciation of the Board. Carried.

Meeting adjourned.

McHenry Rhoads
Chairman

Laurine Wells Lovett
Secretary